

CDBG APPLICATION UPLOAD CHECKLIST

EXCEPT FOR A GOVERNMENT AGENCY, ALL APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS.

- ☐ IRS Tax-exemption Certificate - Non-profit organizations must submit 501(c)(3) determination.
- ☐ Authorization Letter to Request Funds – meeting minutes, Resolution or other communication authorizing application for CDBG funding.
- ☐ Grant application signature sheet.
- ☐ Documentation/support/lease from legal owner, if applicable.
- ☐ Support letters from neighbors, community, agencies and organizations; newspaper articles.
- ☐ Resumes of Chief Program Administrator and Chief Fiscal Officer.
- ☐ Resumes of project staff who will be involved in this project and/or position descriptions of vacant positions.
- ☐ Federal Insurance Rate Map (FIRM) of project location.
- ☐ Project Schedule form.*
- ☐ Project Financing form.*
- ☐ Other funding or commitment letters.
- ☐ Project Budget form.*
- ☐ Single Audit Report or IRS Form 990, Return of Organization Exempt from Income Tax.
- ☐ Executed copy of Charter or Articles of Incorporation and By-laws or Management Policies.
(Highlight conflict of interest policy)
- ☐ Statement of ability to comply or Certificate of Liability Insurance (COLI) with County's insurance requirements.
- ☐ List of current officers/board of directors (must include position title, address, phone number, term expiration date, and occupation).
- ☐ Organizational Chart.
- ☐ HCE Certificate of Compliance.

*Forms are part of CDBG Application

SUBMIT THE FOLLOWING DOCUMENTS AS APPLICABLE TO YOUR PROJECT.

For Construction/Acquisition Projects

- ☐ Property ownership or permission (lease or deed).
- ☐ Plans and Specifications.
- ☐ Maps & surveys.
- ☐ Cost Estimates.
- ☐ Disability & Communications Access Board Review.
- ☐ Federal Insurance Rate Map (FIRM).
- ☐ Environmental Assessment.

For Economic Development Projects

- ☐ 3-year business plan.
- ☐ Project Policies or Rules.